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November 17, 2016

**By US Mail and Online via FOIA.GOV**

National Freedom of Information Officer  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (2822T)  
Washington, DC 20460

**Freedom of Information Act Request for the United States Environmental Protection Agency's  
Contract Scopes of Work Related to Contracts EPC14014, EPC12021, and EPW15006**

To Whom It May Concern:

Pursuant to the Freedom of Information Act ("FOIA"), 5 U.S.C. § 552 *et seq.*; the United States Environmental Protection Agency's ("EPA") FOIA regulations, 40 C.F.R. §§ 2.100 – 2.406; and the EPA's online FOIA guidance materials, we request all Work Assignment Requests and Work Plan Requests, or similar programmatic work assignments, ordered by the EPA under Contract Numbers EPC14014, EPC12021, and EPW15006 (the "Contracts") awarded by the EPA to Eastern Research Group, Inc. ("ERG"). This FOIA request seeks documents from January 1, 2016 through the present. The documents being requested include, but are not limited to, the following:

1. Documents prepared or issued by the EPA identifying the scope of work to be performed for Contract Number EPC14014, including all order numbers, any and all work assignment requests, any and all work plan requests, any and all statements of work, and any amendments, modifications, extensions, change orders or any other documents identifying work to be performed under the contract.
2. Documents prepared or issued by the EPA identifying the scope of work to be performed for Contract Number EPC12021, including all order numbers, any work assignment requests, any and all work plan requests, any and all statements of work and any and all amendments, modifications, extensions, change orders or any other documents identifying work to be performed under the contract.
3. Documents prepared or issued by the EPA identifying the scope of work to be performed for Contract Number EPW15006, including all order numbers, any work assignment requests, any and all work plan requests, any and all statements of work and any and all amendments, modifications, extensions, change orders or any other documents identifying work to be performed under the contract.

This request is not seeking the work plans prepared by ERG and submitted to the EPA.

Individuals within the EPA who may have knowledge of the documents being requested include, but are not limited to:

Contract No.	Contact	Email Address	Telephone Number
EPC14014	Robin Danesi, Project Officer	Danesi.Robin@epa.gov	(202) 564-1846
EPC12021	Meghan Hessenauer 12021, Project Officer	hessenauer.meghan@epa.gov	(202) 566-1040
EPW15006	Rose Green, Project Officer		

We request that the EPA produce responsive documents in their entirety, including all attachments. In the event the EPA determines that a document contains material or information that falls within a statutory exemption to mandatory disclosure, please review such material or information for possible discretionary disclosure. Furthermore, § 522(b) of the Act provides that if some parts of a file are exempt from release, “reasonably segregable” portions of the nonexempt material should be provided. Therefore, if the EPA determines that some of the information requested is exempt from disclosure, please provide a copy of each of the nonexempt documents and portions of documents.

We request that the EPA confirm in writing when it has determined that all documents responsive to this request, or portions thereof, have been furnished or specifically identified and denied under claim of authority pursuant to 5 U.S.C. § 552(b). In the event the EPA determines that it does not have any documents responsive to this request, or portions thereof, please confirm this in writing as well.

As the EPA is aware, courts have ruled that agencies refusing to release documents requested pursuant to the Act must prepare and release indices of the documents withheld. Therefore, if the EPA determines that part or all of any document requested herein is exempt from release, please provide an index of the documents the EPA has elected to withhold. Each such index must: a) be contained in one document and be complete in itself; b) adequately describe each withheld document or deletion from a released document; c) state the exemption claimed for each withholding or deletion; d) explain in detail why the exemption is relevant; e) be specific enough to permit a reasoned judgment as to whether the material is actually exempt under the Act.

Furthermore, in the event of a withholding, please separately state the EPA’s reasons for not exercising the EPA’s discretionary powers under the Act to release in the public interest – for example to increase competition or expand current technology – any material the EPA may deem to be exempt.

This is a commercial request. Therefore, Reed Smith LLP agrees to pay all reasonable search, review, duplication and processing fees incurred in connection with this request up to \$500. Please notify me at (202) 414-9423 if you determine that such fees will exceed \$500.

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We anticipate that the EPA will adhere to the time limitations set forth in 5 U.S.C. § 552(a)(6)(A) and 22 C.F.R. § 2.104. Please contact me as soon as possible if you have any questions about this request or need further information in order to provide a timely response. In the event that this request should be directed to another office, please forward it to the proper office and notify me of such transfer.

Very truly yours,

Sarah K. Wronsky

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